

Auditor AD-511 Job Announcement

Auditor, Arlington, VA and Afghanistan

Job Summary:

This position may be located in the Arlington, VA or in the Kabul, Afghanistan Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent may concurrently serve in one or more of the following capacities: auditor or as auditor-in-charge (AIC) of an extremely complex audit; technical audit supervisor for a multi-faceted audit; and on occasion, serve as the audit technical expert responsible for audit program management. Incumbent will accomplish the objectives of all phases of the audit cycle: planning, executing, and reporting. The incumbent reports to a Deputy Assistant Inspector General for Audit (DAIGA) through a Senior Audit Manager or Senior Auditor.

Duties:

The incumbent will perform audits that fall within the mandate of SIGAR. Develops audit proposals and presents the goals, objectives, and scope of the audit, including the required documentation, significant limitations, and timeframes for completion. Directs the audit work in accordance with generally accepted government auditing standards (GAGAS), which includes extensive research and analysis of widespread problems central to or of vital importance to SIGAR's oversight of U.S. reconstruction programs in Afghanistan.

Conducts fieldwork in Arlington, VA and throughout Afghanistan, as necessary. Collects required data and documentation, prepares draft reports that summarize audit findings, and makes recommendations to improve efficiency and effectiveness of Afghanistan reconstruction programs. Audit assignments normally involve the following: an integrated analysis of a number of different programs or functions; extensive interpretation of broad policy statements and/or basic legislation; extensive research and analysis of extremely complex problems, i.e., major deficiencies in mission accomplishments; and/or coordination of audits involving a large number of technical experts at multiple levels. Many of these audits represent pioneering efforts are broad, complex and sensitive, address policies, overall program management and validation of operations, including essential internal controls at multiple levels.

Identifies key issues related to significant savings, improvements, or benefits and achieving results in key efforts identified in strategic plan and defining own and others work in terms of measurable and/or observable outcomes.

Provides vision, direction, and focus to align audit work to accomplish SIGAR's strategic goals by managing multiple, highly complex, or sensitive engagements, ensuring soundness of engagement/project design, and the effective utilization of assigned staff within and across units.

Discusses findings with responsible organizational elements to develop a constructive, concise final report.

Meets with senior level officials with audited agencies to present report results, explain the significance of conclusions, justify recommendations, and answer questions on audit methodologies as required and negotiate and resolve controversial issues; briefs results of audit to SIGAR's stakeholders, including the Departments of Defense and State, Congress, and other oversight institutions.

Knowledge Requirements:

A minimum of 24 college credits in accounting is required from an accredited college/university is required. Transcripts must be provided. A professional knowledge of accounting and auditing is necessary to conduct very broad audit assignments requiring an integrated analysis of a number of different operational programs, functions or accounting systems. The auditor must have a mastery of advanced auditing principles, standards and practices in order to choose and develop the areas of coverage and plan and coordinate the efforts of a number of audit teams located in a number of geographic areas and at various command levels. In those instances where no precedents exist, the auditor uses his or her expertise in developing new approaches to effectively accomplish audit objectives. The same is true with respect to governing regulations/laws which are highly interpretive and require application of audit theory to solve controversial problems. The majority of the audits are of national interest, i.e., Congressional and media, and, in some cases, have international involvement or impact. Candidates with financial and contract audit experience with the federal or a state government are highly desired.

Ability to plan, manage, and report on complex audits and reviews. Ability to lead an audit team.

Ability to develop annual audit plans and perform long-range audit planning.

Ability to prepare presentations, briefings, skillfully and logically adapting collected information and data gathered into clear, concise format to encourage understanding and acceptance of findings and recommendations.

Knowledge and skill in applying analytical and evaluative methods and techniques to complex projects from the preplanning phase through completion and final delivery of the product/service. This includes knowledge of contract administration, types of funding, and management philosophy.

Ability to establish and maintain effective working relationships with senior officials from audited organizations.

Knowledge of auditing standards, practices, and overall mission of the Special Inspector General for Afghanistan Reconstruction is required.

Expertise in interpersonal techniques to meet and deal effectively with others at all levels of authority and exert a positive influence.

Extensive experience to communicate technical information orally and in writing in preparation of required reports.

Key Requirements:

Incumbent occupies a position that may be considered essential to support of the SIGAR mission. If your position is considered emergency essential, failure to remain in your position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).

Overseas travel may be required. In support of this travel, the incumbent would be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments

Form SF 312. This position requires the incumbent to complete a Form SF 312, Classified Information Nondisclosure Agreement.

The incumbent may be required to submit an Executive Branch Confidential Financial Disclosure Report.

This incumbent must be eligible for and be able to maintain a SECRET clearance.

Reemployment of Annuitants:

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

Applicants should send a resume by electronic transmission, to jobs@sigar.mil or fax 703-602-8753 Attention: Human Resources- Auditor Announcement.